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Att'n : Classification and Wage Division
Mr. [REDACTED]
Security Office

6 April 1954

Reorganization of Personnel Security Branch, Security Division

Reference is made to our discussions concerning the reclassification of certain positions within the Personnel Security Branch. The attached job descriptions have been reviewed by the Classification and Wage Division and have been discussed with a representative of that division with a view to the following:

- (a) Up-grading position T54 to GS-13
- (b) Up-Grading position T352 to GS-12
- (c) Up-grading three of the T55 positions to GS-12
- (d) Up-grading T56 and T56.01 to GS-11

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This memorandum is to serve as a formal request that these positions be so changed.

As part of this up-grading it has been necessary to include in the positions functions which we had previously placed in position descriptions for the Project and Liaison Section, specifically position T252 in that section. Since this slot has never been available for the duties described, the duties were placed back in the Appraisal Section. In order to realign this portion of the Branch T/O with the actual structure of the Branch, it is recommended that positions T252 and T255 which are held by Mr. [REDACTED] and 25X1 Miss [REDACTED] be transferred to the Office of the Chief, Security Division, and that positions T253, T254, and T364, incumbents of which are Mr. [REDACTED] respectively, be transferred to the Office of the Chief, Personnel Security Branch.

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[REDACTED]
Chief, Administration & Training Staff

SO/A&TS/HES:pjn

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